



NATIONAL TRANSMISSION CORPORATION
 RESOURCE MANAGEMENT SERVICES GROUP
 TransCo Annex Bldg., Diliman, Quezon City
 Tel. No. 902-1521/Fax No. 914-6209

SUPPLIER'S TECHNICAL/PRICE QUOTATION FORM
(NEGOTIATED PROCUREMENT: SMALL VALUE PROCUREMENT)

REFERENCE NO.: NP(2)210816-PP064

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **PINEDA, MA. PILAR L.**

Sir/Madam:

Please provide us with your best quotation and submit the same to the above assigned purchasing officer on or before quote closing date at PROCUREMENT MANAGEMENT DIVISION, Ground Floor, TRANSCO Main Building, Power Center, Quezon Avenue corner BIR Road, Diliman, Quezon City.

QUOTE CLOSING DATE/TIME: 12 NOVEMBER 2021/3:00 P.M.

Deadline for submission may be extended if there are insufficient offers received. In case of a failed canvass, a re-canvass may be conducted without prior notice to any previous offeror (s).

Offers may be submitted in a sealed envelope, through fax or **through e-mail (mlpineda@transco.ph)** at the option of the offeror, properly marked with the reference number. This bid document comprises THREE (3) pages including this sheet.

Please signify your acceptance of the TERMS AND CONDITION as stated herein, by signing on the space provided below and submit the signed copy together with your separate letter of quotation (as applicable).

Very truly yours,

ROGELIO M. MABULAY, JR.

Manager, Procurement Management Division

NOTE: THIS FORM IS COMPUTER GENERATED. SIGNATURE IS NOT REQUIRED.

NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
1.	GSD-21-97338/1 SUPPLY OF LABOR, MATERIALS, TOOLS, EQUIPMENT AND TECHNICAL SUPERVISION - FOR THE PREVENTIVE MAINTENANCE AND GENERAL CLEANING OF ONE HUNDRED FOURTEEN (114) AIR- CONDITIONING UNITS. (PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR THE COMPLETE DETAILS OF THE ACUs.) NOTE: 1. BIDDERS SHALL SUBMIT THE FOLLOWING: a. LIST OF PROPOSED HIGHLY TRAINED AND QUALIFIED AIRCON TECHNICIAN/S AND AIRCON MAINTENANCE AIDE/S. b. ACU MAINTENANCE CERTIFICATE TRAINING ISSUED BY AN AIRCON MANUFACTURER/S TO THE PROPOSED AIRCON TECHNICIAN/S OR TESDA CERTIFICATE WITH SPECIALTY ON THE REPAIR AND TROUBLESHOOTING OF ACUs FOR MECHANICAL SCOPE.	1 LOT	₱ 352,400.00		

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NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
1.	<p>GSD-21-97338/1 . . . CONTINUATION</p> <p>c. BIDDERS SHOULD HAVE AT LEAST ONE (1) SIMILAR COMPLETED PROJECT WITH THE PAST FIVE (5) YEARS FROM THE DATE OF SUBMISSION OF BIDS. PLEASE SUBMIT COPY OF THE PURCHASE ORDER OR CONTRACT AND THE CORRESPONDING CERTIFICATE OF FINAL ACCEPTANCE OR COMPLETION ISSUED BY THE CONTRACTED AGENCY/OFFICE; OR BIDDER/S MAY SUBMIT PROOF OF FULL PAYMENT OF THE CONTRACT, I.E. OFFICIAL RECEIPT.</p> <p>d. A DETAILED ESTIMATE/ BREAKDOWN INDICATING THE LABOR/SERVICES COST ON TYPE OF ACUs (WINDOW AND SPLIT) IN COMING UP WITH THE BID.</p> <p>2. PROSPECTIVE BIDDERS ARE REQUIRED TO CONDUCT ACTUAL INSPECTION AND CHECKING OF UNITS.</p> <p>3. PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE/SCOPE OF WORKS AND REQUIREMENTS FOR THE SUBJECT PROJECT</p> <p>WARRANTY: SERVICE / REPAIR WORKS SHALL BE GUARANTEED BY THE CONTRACTOR FOR AT LEAST ONE (1) YEAR PERIOD FROM DATE OF ACCEPTANCE.</p>				

TOTAL AMOUNT (VAT EXCLUSIVE) _____

ADD: APPLICABLE VAT (___%) _____

TOTAL NET AMOUNT (VAT INCLUSIVE) _____

NOTE : ALTERNATE OFFERS ARE NOT ALLOWED
Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

SPECIAL INSTRUCTION: Interested suppliers must view/download the attached document in the Associated Component to be included in the Document Request List (DRL).

FIXED TERMS (PLEASE INCLUDE IN YOUR OFFER):

- BID PRICE VALIDITY: AT LEAST 60 DAYS FROM QUOTE CLOSING DATE
(VAT EXCLUSIVE, INDICATE APPLICABLE VAT)
- DELIVERY PERIOD: () ONE YEAR UPON RECEIPT/ACKNOWLEDGEMENT OF APPROVED PO
- DELIVERY POINT: TRANSCO-HO WAREHOUSE, DILIMAN, Q.C.
C/O J.M. ILAGAN
- PAYMENT TERMS: MONTHLY EQUAL PAYMENT WITHIN 60 CALENDAR DAYS UPON TRANSCO'S ISSUANCE OF CERTIFICATION OF SATISFACTORY PERFORMANCE AND SUBMISSION OF MONTHLY INVOICES, SERVICE REPORTS AND OTHER REQUIRED SUPPORTING DOCUMENTS
- WARRANTY: _____

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OTHER REQUIREMENTS/DOCUMENTS TO BE INCLUDED IN THE PROPOSAL:

1. **Product brochures/catalog/technical reference. (If applicable)**
2. Please indicate **BRAND/MODEL & WARRANTY** for each offer. **(If applicable)**
3. **Certificate of Inspection issued by the Manager of GSD.**
4. **List of proposed highly trained and qualified aircon technician/s and aircon maintenance aide/s. ACU Maintenance Certificate Training issued by an aircon manufacturer/s to the proposed aircon technician/s OR TESDA certificate with specialty on the repair and troubleshooting of ACUs for mechanical scope.**
5. **Copy of the Purchase Order or Contract and the corresponding certificate of final acceptance or completion issued by the contracted agency/office; or bidder/s may submit proof of full payment of the contract, i.e. official receipt.**
6. **A detailed estimate/ breakdown indicating the labor/services cost on type of ACUs (window and split) in coming up with the bid.**

ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED BY THE AWARDEE PRIOR TO ISSUANCE OF NOTICE OF AWARD:

1. **PhilGEPS Registration Number/Certificate of PhilGEPS Registration (for Platinum Membership)**
2. **DTI/SEC Registration Certificate**
3. **Mayor's Permit/Business Permit (2021)**
4. **BIR Certificate of Registration**
5. **Latest Income/Business Tax Return (2020)**
6. **Notarized Omnibus Sworn Statement (use applicable form)**
7. Receipts must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED: _____
(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)

(MOBILE NO. & EMAIL ADD)

**TERMS OF REFERENCE / SCOPE OF WORKS AND REQUIREMENTS FOR THE
SUPPLY OF LABOR, MATERIALS, TOOLS AND EQUIPMENT AND TECHNICAL
SUPERVISION FOR THE PREVENTIVE MAINTENANCE OF ONE HUNDRED
FOURTEEN (114) AIRCONDITIONING UNITS**

General:

This specification covers the terms of reference for the provision of manpower, consumable materials, tools and equipment for the One (1) year contract for the Maintenance Services of Various ACU's at the National Transmission Corporation (TransCo) at Head Office Buildings , Diliman, Quezon City.

During the One (1) year contract period, the Contractor shall engage properly trained and experienced personnel that shall properly maintained the various air-conditioning units (see attached list below) in accordance with the provision as specified in the scope of work.

Prospective bidders should conduct actual site inspection of the aircon that will be maintained to appreciate the total works to be undertaken and must secure Certificate of Ocular Inspection from the General Services Division (GSD) signed by the authorized representative.

All maintenance activities shall be properly coordinated with the TransCo General Services Division (GSD) of the Facilities Section. Maintenance activities shall be performed in accordance with acceptable industry practice.

Utmost care shall be strictly observed by the Contractor during the maintenance works to avoid damage of any kind to existing structure and equipment. The Contractor shall provide any necessary materials to protect all TransCo properties from damage and dirt during the maintenance activities.

In the event that any such damage, breakage, or losses occur due to the carelessness, negligence or fault of the Contractor, the Contractor shall repair, replace, or otherwise make good all damaged items at his own expense and to the satisfaction of TransCo.

Enumerated below are the detail of the One Hundred Fourteen (114) air-conditioning units (ACU's):

No.	AREA	TYPE	QUANTITY	CATEGORY	CAPACITY RATING	YEARS OF ACQUISITION
	<i>TransCo Main Building</i>					
	Ground Floor:					
1	GSD	Ceiling Cassette	1	Inverter	5.0HP	2016
2	HR	Ceiling Cassette	3	Inverter	5.0HP	2016
3	HRAD	Ceiling Cassette	1	Inverter	5.0HP	2016
4	CORP IS/IT	Ceiling Cassette	1	Inverter	5.0HP	2016
5	IAD	Ceiling Cassette	1	Inverter	5.0HP	2016

6	MULTI-PURPOSE HALL A & B	Ceiling Cassette	2	Inverter	5.0HP	2016
7	LOBBY	Ceiling Cassette	1	Inverter	3.0HP	2016
8	HR CONFERENCE ROOM	Wall Mounted	1	Inverter	1.5HP	2016
9	GSD CONFERENCE ROOM 1	Wall Mounted	1	Inverter	3.0HP	2016
10	GSD CONFERENCE ROOM 2	Wall Mounted	1	Inverter	1.5HP	2016
	Second Floor:					
1	OFFICE OF THE PRESIDENT RM	Ceiling Cassette	1	Inverter	3.0HP	2016
2	OP STAFF	Ceiling Cassette	1	Non-Inverter	5.0TR	2009
		Floor Mounted	1	Inverter	5.0HP	2013
3	LOBBY AREA	Ceiling Cassette	2	Inverter	5.0HP	2016
4	OFC. OF THE GENERAL COUNSEL	Wall Mounted	1	Inverter	1.0HP	2009
		Window	1	Inverter	1.5HP	2019
5	OFC .OF DEPUTY GEN. COUNSEL	Wall Mounted	1	Inverter	1.0HP	2012
6	OVP-STAFF AREA	Ceiling Cassette	1	Inverter	5.0HP	2016
7	LEGAL COUNSELING DEPT.	Ceiling Cassette	1	Inverter	6.0HP	2019
8	ROWLMD AREA	Ceiling Cassette	1	Inverter	6.0HP	2019
9	ROWLMD AREA near OM	Ceiling Cassette	1	Inverter	5.0HP	2016
10	LITIGATION AREA	Ceiling Cassette	1	Inverter	6.0HP	2019
11	LITIGATION AREA near OM	Ceiling Cassette	1	Inverter	5.0HP	2016
12	ROWLMD/LIT. CONF. RM.	Wall Mounted	1	Inverter	1.0HP	2016
13	OFFICE OF THE CORP. SEC.	Ceiling Cassette	1	Inverter	6.0HP	2019
		Window	1	Non-Inverter	2.0HP	2003
14	BOARDROOM	Ceiling Cassette	1	Inverter	6.0HP	2019
		Ceiling Cassette	1	Inverter	5.0HP	2016
		Window	1	Non-Inverter	2.0HP	1999
	Third floor:					
1	CONSULTANT ROOM	Wall Mounted	1	Non-Inverter	1.0HP	2009
	(Former OVP-TMG Rm)					
2	TMG AREA	Ceiling Cassette	4	Inverter	6.0HP	2019
		Wall Mounted	1	Inverter	1.0HP	2012
3	TMG CONFERENCE ROOM 1	Ceiling Cassette	1	Inverter	5.0HP	2016
4	TMG CONFERENCE ROOM 2	Wall Mounted	1	Non-Inverter	1.0HP	2009

5	CORP. IS/IT SERVER ROOM	Floor Mounted	2	Inverter	5.0HP	2016
6	TMG AREA (former PSALM)	Ceiling Cassette	4	Inverter	6.0HP	2019
7	OVP-TMG ROOM	Wall Mounted	1	Inverter	1.5HP	2020
8	OVP- TMG CONFERENCE ROOM	Wall Mounted	1	Inverter	1.5HP	2020
9	PSDD	Ceiling Cassette	3	Inverter	5.0HP	2016
	<i>TransCo Annex Building</i>					
	Ground floor:					
1	COA OFFICE	Ceiling Cassette	1	Inverter	6.0HP	2019
		Wall Mounted	1	Inverter	1.5HP	2019
2	ROWAD OFFICE	Window	1	Inverter	1.5HP	2019
		Window	1	Inverter	1.5HP	2019
		Ceiling Cassette	2	Inverter	6.0HP	2019
3	GSD STORAGE	Ceiling Cassette	1	Inverter	6.0HP	2019
	Second Floor:					
1	OVP- RMSG	Wall Mounted	1	Inverter	1.0HP	2009
2	OVP-RMSG CONFERENCE ROOM	Wall Mounted	1	Inverter	1.0HP	2009
3	OVP- RMSG STAFF AREA	Floor Mounted	1	Inverter	4.0HP	2019
4	E-LIBRARY	Wall Mounted	1	Inverter	1.5HP	2011
5	GSD RECORDS ROOM	Window	1	Inverter	1.5HP	2019
6	CASHIER	Window	1	Inverter	1.5HP	2019
	Third floor:					
1	FINANCE OFFICE AREA	Ceiling Cassette	4	Inverter	6.0HP	2019
		Floor Mounted	1	Inverter	5.0HP	2019
	<i>TransCo Dorm. Building</i>					
	Ground Floor:					
1	LOBBY	Ceiling Cassette	1	Inverter	6.0HP	2019
		Ceiling Cassette	1	Non-Inverter	3.0TR	2006
2	DAY CARE	Ceiling Mount	1	Inverter	4.0HP	2019
		Ceiling Mount	1	Non-Inverter	3.0TR	2006
3	ROW RECORDS ROOM	Floor Mounted	1	Inverter	4.0HP	2019
		Floor Mounted	1	Non-Inverter	3.0TR	2006
4	CLINIC	Floor Mounted	1	Non-Inverter	3.0TR	2006
5	SECURITY CCTV OFFICE	Window	2	Inverter	1.5HP	2019
6	NATREA/DRIVER'S QUARTER	Window	1	Non-Inverter	2.0HP	2005
7	CORP IS/IT SECONDARY SERVER	Wall Mounted	1	Inverter	2.5HP	2016
		Wall Mounted	1	Inverter	2.5HP	2016

		Window	1	Inverter	2.0HP	2005
	Second Floor:					
1	SAN MANUEL ROOM	Wall Mounted	1	Inverter	2.5HP	2011
		Window	1	Non-Inverter	1.5HP	2006
2	SAN JOSE ROOM	Window	2	Non-Inverter	1.5HP	2006
3	SANGALI ROOM	Wall Mounted	1	Inverter	1HP	2012
		Window	1	Non-Inverter	1.5HP	2006
4	ORMOC ROOM	Wall Mounted	1	Inverter	1HP	2012
5	BANILAD ROOM	Window	1	Inverter	2.0HP	2005
6	BAUANG ROOM	Window	1	Non-Inverter	2.0HP	1999
	(COA Storage Room)					
7	LABRADOR ROOM	Window	1	Inverter	2.0HP	2019
	(COA Storage Room)					
8	MAHABANG PARANG	Wall Mounted	1	Inverter	1.0HP	2011
		Window	1	Non-Inverter	1.5HP	2006
9	ABAGA ROOM	Window	1	Inverter	1.5HP	2019
		Wall Mounted	1	Inverter	1.0HP	2017
10	HERMOSA ROOM	Wall Mounted	1	Inverter	1.0HP	2011
		Window	1	Non-Inverter	1.5HP	2006
11	DASMA ROOM	Wall Mounted	1	Inverter	1.0HP	2006
		Window	1	Inverter	1.5HP	2019
12	COMPOSTELA ROOM	Window	1	Inverter	2.0HP	2019
		Wall Mounted	1	Inverter	2.0HP	2005
13	BUTUAN ROOM	Window/Inverter	2	Inverter	2.0HP	2019
14	MEXICO ROOM	Window/Inverter	1	Inverter	1.5HP	2019
		Wall Mounted	1	Inverter	1.5HP	2019
15	LA TRINIDAD ROOM	Wall Mounted	1	Inverter	1.0HP	2011
16	KIBAWE ROOM	Wall Mounted	1	Inverter	1.0HP	2011
		Wall Mounted	1	Inverter	2.0HP	2004
17	DARAGA ROOM	Wall Mounted	1	Inverter	1.0HP	2011
		Window	1	Non-Inverter	1.5HP	2006
18	CARMEN ROOM	Window	2	Inverter	2.0HP	2004
19	CONFERENCE/REC. ROOM	Wall Mounted	1	Inverter	1.0HP	2004
		TOTAL	114			

The total number of air-conditioning subject for preventive maintenance is One Hundred Fourteen Thousand (114) units of various types/brands ranging from window, wall mounted, ceiling cassette, ceiling suspended and floor mounted air-conditioning unit (inverter / non inverter).

Scope of Work:

The Contractor shall provide highly trained and qualified Air-con Technician (s) and air-con maintenance aide(s) to perform monitoring, maintenance, and repair works. The technician to be assigned must possess and submit a ACU Maintenance Certificate Training issued by an Aircon Manufacturer/s or a TESDA certificate with specialty on the repair and troubleshooting of air-conditioning units for the mechanical scope.

Preventive Maintenance:

- a. Monthly Basis:
 - a.1. Inspect operation of the units; Check condition and settings of panel controls, operating controls, safety controls, thermostat and gauges to ensure optimum performance.
 - a.2. Cleaning of air dust filters, cover grills, air passages and outlet vanes as per approved maintenance schedule.
 - a.3. Preparation and submission of Preventive Maintenance Report complete accomplish maintenance checklists
- b. Quarterly Basis:
 - b.1. Condensing Units (Outdoor Units)
 - b.1.1. Pressure washer-cleaning of condenser coils, fans, fins and casing of air-con condensing units as per approved maintenance schedule.
 - b.1.2. Checking and settings of electrical controls and safety control
 - b.1.3. Checking compressor ampere reading
 - b.1.4. Check condenser fan motor alignment
 - b.1.5. Checking, cleaning, and tightening all terminal connections, grease and lubricant all moving parts, as required
 - b.1.6. Check for proper refrigerant charge to ensure proper performance
 - b.1.7. Preparation and submission of Preventive Maintenance Report complete accomplish maintenance checklists
 - b.2. Fan Coil Units (FCU) / Windows
 - b.2.1. Pressure washer-cleaning of evaporator coils, fins, fan/blower blades ,drain pans, and casing of air-con FCU as per approved maintenance schedule
 - b.2.2. Checking and settings of electrical controls and safety control
 - b.2.3. Check-up and flushing of drain lines to remove partial clogging
 - b.2.4. Check fan motor/blower blades
 - b.2.5. Checking, cleaning, and tightening all terminal connections, grease and lubricant all moving parts, as required
 - b.1.6. Preparation and submission of Preventive Maintenance Report complete accomplish maintenance checklists

Note:

- a. Check-up unit for any abnormalities and malfunction including unusual noise and vibration.

Other Maintenance Activities:

The Contractor shall perform the following services without any additional cost /

fee:

- a. Be available during the emergency or on call service by TransCo for the conduct of check-up, testing or troubleshooting of units, shall submit recommendations and propose quotations for TransCo's evaluation and approval.

Other Conditions:

In case that some of the subject air-con units for preventive maintenance is declared unserviceable or for condemnation during the service contract, the Contractor shall report to TransCo and the preventive maintenance on the air-con will discontinue, and TransCo has the option to assign another aircon units not included in the above listed of air-con unit.

Repair Works:

- a. In case there are supplies/materials and parts that found to be defective at the time of latest conduct of preventive maintenance or emergency service which are needed in the approval of the repair works to be done but not included in the terms of reference. Prices of supplies / materials and parts shall be mutually agreed upon by TransCo and the Contractor after a canvass from three (3) reputable sources during the contract implementation. All needed supplies/materials and parts intended for every approved repair works should be delivered by the Contractor with the contract period upon the request of TransCo. Payment for the repair works shall be billed separately.
- b. All repair works shall be done in accordance with the requirements of the units manufacturer and acceptable industry practice.
- c. All repair works to be undertaken must be witnessed by TransCo's authorized representative/s. Repair works shall guaranteed by the contractor for at least one (1) year after acceptance.
- d. The Contractor shall submit service report of all the repair works done which must be confirmed and signed by TransCo's authorized representative/s.

Payment Terms:

Payment for the services to be provided by the Contractor to TransCo for One (1) year contract shall be made on monthly equal payment. Payment shall be within sixty (60) days upon TransCo's certification of satisfactorily performance and Contractor submission of monthly invoices, service reports and other supporting documents required by TransCo.

Billings for the repair works and/or replacement parts provided by the Contractor shall be made separately and shall be in accordance with the approved scope of work.